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| <b>AUSTRALIAN VISA<br/>APPLICATION CENTRE</b><br><br><b>APPLICATION<br/>CHECKLIST</b>  | <h1 style="margin: 0;">AUSTRALIAN DECLARATORY VISA</h1> <p style="margin: 0;">subclass 998</p> |
| <b>Applicant Name:</b> _____ <b>Passport Number:</b> _____   |  |
| <b>Email Address:</b> _____<br><br><small><b>Note:</b> email service providers have their own filtering system which could direct emails from DIBP to uncommon folders. When checking your email for correspondence from DIBP, thoroughly search your inbox/junk/spam folders — in case any email from DIBP gets automatically filtered.</small> |  |

This document helps you check that you have included the documentation needed by the Australian Department of Immigration and Border Protection (DIBP) to process your application. This checklist is **not** exhaustive — if there is additional information/ documentation about your circumstances that is not in the checklist, you should include the additional information or a covering letter with an explanation.

### Important information

- As the applicant you are responsible for providing all documents and information you believe will support your application at the time of application lodgement. Please be aware that the decision on your application may be made by the DIBP based on the information and documentation that you include at the time of application lodgement.
- The Application Fee will not be refunded if a decision is made by DIBP to refuse the application.
- Please ensure you complete the current version of the application **Form 931 Application for an Australian Declaratory visa**
- If you wish to authorize a person to communicate with the DIBP about your application and/or receive correspondence on your behalf, complete either **Form 956** or **Form 956A** (whichever form is applicable to your circumstances — refer to section titled 'Who Should Use This Form') and submit this form with your visa application.
- ☐ Current versions of all Australian Government application forms may be downloaded from the following DIBP website: [www.border.gov.au/about/corporate/information/forms/pdf-numerical](http://www.border.gov.au/about/corporate/information/forms/pdf-numerical)

When you are satisfied that you have correctly completed your application form and all of the relevant documentation is included, you should sign and date your application form. Include this checklist when you submit your application.

For more information, go to: [www.border.gov.au/Lega/Lega/Form/Immi-FAQs/what-is-an-australian-declaratory-visa](http://www.border.gov.au/Lega/Lega/Form/Immi-FAQs/what-is-an-australian-declaratory-visa)

### ***I acknowledge that:***

- ☐ ***I have provided all documentation to support my application and I am aware that a decision by the Australian Department of Immigration and Border Protection may be made based on the information I have provided.***
- OR
- ☐ ***I have not provided all the information requested on this checklist and I am aware that a decision by the Australian Department of Immigration and Border Protection may be made based on the information I have provided.***

**IF APPLICANT IS UNDER 18: This checklist & the application form must be signed by a parent or guardian.**

|   |                            |                                   |
|---|----------------------------|-----------------------------------|
| <b>Applicant / Parent / Guardian — name:</b><br>..... | <b>Signature:</b><br>..... | <b>Date:</b><br>...../...../..... |
|---|----------------------------|-----------------------------------|

*Visa Application Centre Use Only*

☐ Was a representative of the applicant used to lodge this application? (Tick or cross)      **If yes, provide details below:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

VFS officer name: \_\_\_\_\_ VFS officer signature: \_\_\_\_\_

- ☐ **Note:** documents not in English must be accompanied by an endorsed English translation. For information about who can translate documents into English, go to: [www.border.gov.au/Lega/Lega/Form/Immi-FAQs/who-can-translate-my-documents-into-english-for-me](http://www.border.gov.au/Lega/Lega/Form/Immi-FAQs/who-can-translate-my-documents-into-english-for-me)

| Documents & information required — please arrange documents in the order below   | Tick when completed                                  | Official use only                                    |
|--|--|--|
| <ul style="list-style-type: none"> <li>Completed and signed <b>Form 931 - Application for an Australian Declaratory visa</b></li> </ul> <p>⇒ Note: A separate application form must be submitted with each foreign passport</p>  | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| <ul style="list-style-type: none"> <li>Payment of the Australian Government <b>Visa Application Charge</b>.</li> </ul> <p>⇒ Advice on how to pay this charge can be found online at:<br/> <a href="http://www.vfsglobal.com/australia/srilanka/index.html">http://www.vfsglobal.com/australia/srilanka/index.html</a></p> <p>⇒ If the Visa Application Charge has been paid at an office of the Department of Immigration and Border Protection in Australia, a copy of the receipt must be submitted.</p> | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| <b>Identity documents:</b> <ul style="list-style-type: none"> <li><b>Evidence of Australian citizenship</b> (passport or citizenship certificate)</li> <li><b>Birth certificate</b></li> </ul>   | <input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/> |
| <ul style="list-style-type: none"> <li><b>A written statement</b> explaining compelling reasons for travel on a foreign passport, with supporting documentation to substantiate the claims.</li> </ul>   | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| <b>If applicable:</b> <ul style="list-style-type: none"> <li>Evidence of any legal change of name</li> </ul>   | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| <b>If applicable:</b> <ul style="list-style-type: none"> <li>Evidence of any other citizenship</li> </ul>  | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| <b>Applicants under the age of 18</b>  |  |  |
| <b>Parental consent -</b> <ul style="list-style-type: none"> <li>Both parents must sign Part D of Form 931</li> </ul> <p style="text-align: center;"><b><u>OR</u></b></p> <ul style="list-style-type: none"> <li>Where only one parent is able to sign, certified evidence of one of the following documents must be submitted:</li> </ul> <p>⇒ A court order affecting the custody, guardianship or access in relation to the child</p> <p>⇒ If one parent is deceased, a death certificate</p>           | <input type="checkbox"/>                             | <input type="checkbox"/>                             |

